

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
TUESDAY, JUNE 9, 2020
4:30 PM**

Due to the Governor's Executive Order (2020-39) extending the restriction on gatherings of people, and in an effort to minimize the potential spread of COVID-19, the meeting was held telephonically via GoToMeeting. Board members and the public were present via telephone with Airport Staff being physically present in the boardroom.

I. Call To Order

Chairman Allen called the meeting to order at 4:33 p.m. Commissioners Kannaday, Moran, Denault, Groves, Sender and Hanson were present telephonically. A quorum was acknowledged.

II. Public Comments

There was no public comment.

III. Approval of May Board Meeting Minutes

Commissioner Groves made a motion to approve the May Board meeting minutes. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

IV. Old Business

There was no old business

V. Committee Reports

- A. **Administration and Governance Committee** – No meeting.
- B. **Audit/Finance Committee** – No meeting.
- C. **Personnel Committee** – No meeting.
- D. **Property and Facilities Committee** – No meeting.

VI. New Business

- A. **Approval of May Financial Statements** – Ms. Hurd reported that because of the delay in the budget process there are no budget numbers in the May Financials. She did note that revenues in the General Fund are down 42% from May of 2019. Expenditures are also down 16% over last May. Staff is still making final adjustments to the FY20 budget but anticipates finishing the year with a surplus. The CFC fund does not reflect any revenue for the month of May, except for a small amount of interest. The payments received in May relate back to April and will be accrued for the audit. Staff anticipates the CFC fund will end the year in a positive position. The PFC fund also has no revenue to report for the month of May. Any revenue received in May relates to the prior fiscal year. The PFC revenue that was received was significantly down compared to pre-COVID times. Staff anticipates the PFC fund to finish the year 8% down from fiscal year 2019.

Staff continues to monitor accounts receivables. Ms. Hurd noted that she is going to be submitting the Authority's first reimbursement request under the CAREs Act grant. The first distribution of property taxes was significantly lower than last year. This is related to the extension of the due dates because of COVID-19.

The auditors will be back the week of June 22nd for final field work.

Commissioner Hanson made a motion to approve the May Financial statements. The motion was seconded by Commissioner Denault and upon a unanimous vote, the motion carried.

- B. **Authorize the Write-off of Uncollectible Account Receivables** – As previously discussed at the May meeting, the closure of Image Air left an outstanding balance with the Authority. Staff requested to write-off \$5,428.54 of uncollectible debt due to the closure of Image Air.

Commissioner Sender made a motion to authorize the write off of \$5,428.54 of uncollectible debt from Image Air. The motion was seconded by Commissioner Denault and upon a unanimous vote, the motion carried.

- C. **Approve Tentative FY2021 Budget Materials** – The Board previously approved a tentative budget at the March meeting. Due to the COVID-19 pandemic and the ensuing economic slowdown, Staff quickly realized the tentative budget was no longer valid. Staff worked to adjust the budget materials to reflect new financial projections.

As a part of this adjustment Staff proposed four (4) changes to the Capital Fund budget from the originally approved tentative budget. The first involves a confirmation on the purchase of two replacement airfield snow removal units. Initially there was a question if the project should involve snow equipment or ARFF equipment. The second change involves moving forward with the second phase of upgrades to the terminal's HVAC system; the updating of the building's automated system controls. The current systems is original to the 2001 opening of the building and the software system can no longer be maintained. The project is estimated to cost \$100K and will be funded using Series 2019 bond proceeds. The third project involves the purchase of equipment to be installed in the Authority's two ARFF vehicles. In line with recent EPA and FAA requirements, this equipment will allow the Authority to monitor/ensure the appropriate firefighting foam proportion without having to discharge the foam concentrate onto the ground. The budgeted cost for this equipment is \$75,000 and will be funded using existing capital funds.

The final change involves a change order to Phase III of the airfield pavement rehab project. Working with CMT and the FAA, Airport Staff successfully identified a way in which approximately \$400K of additional airfield pavement repairs could be made eligible for FAA grant funding. Going forward Airport Staff will update the board quarterly on changes in the environment that can/will affect the budget.

Commissioner Kannaday made a motion to approve the tentative FY21 budget. The motion was seconded by Commissioner Denault and upon a roll call vote, Commissioner Kannaday – aye, Commissioner Moran – aye; Commissioner Denault – aye, Commissioner Groves – aye; Commissioner Sender – aye, Commissioner Hanson – aye and Chairman Allen – aye, the motion carried.

VII. Staff Reports

- A. **Executive Director's Report** – Carl reported that for the month of May, CIRA's enplanements were down 85% for the month, but this is up compared to April. The figures are in line with what is going on in the industry. Allegiant announced that their load factors for the month of May system wide were 47% with CIRA continuing to generate local Allegiant load factors above that level. Fuel sales were down 64%, as were aircraft operations, excluding local GA traffic and air cargo. Staff is cautiously optimistic that May's improvement will continue going forward.

As the State moved into Phase III of Reopen Illinois, staffing and work schedules for Airport custodians, maintenance and operation staff continued with their revised work schedules. Admin staff did return to the office after some enhanced practices were put in place. The office is still closed to the public until transitioning into Phase IV. In light of one of the operation's staff members leaving at the end of the month, Javier is working through the interview process to find a replacement.

#ReadySetCIRA was launched with positive feedback. The program highlights the changes and additional measures that are being taken by the Authority to educate, reassure and welcome travelers back in the new travel environment.

The replacement of the terminal chillers has been completed and brought on-line. Punch list items have been completed and Staff is transitioning to closing out the contract and project files.

The demolition plans and specs for the old terminal building have been completed with an anticipated release date in the next week. The goal is to have a recommendation of award for the July meeting. There has been one slight glitch involving the required FAA review and submission, which could result in a delay of the project due to the State's review of the historical architectural perspective of the old terminal building. The actual start of demolition might not start until the 4th quarter of the year.

Competitive bid specs have been put together for 2 new high-speed brooms with an anticipated award at the July meeting.

The new advertising units in the baggage claim area have been installed. Staff is waiting for the final trim work which got held up due to COVID-19. The five new units for the secured side are being shipped and should be installed yet this month.

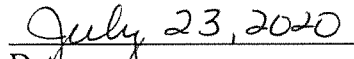
On Saturday June 6th, the Airport hosted the annual live fire training for the Bloomington Fire Department's ARFF responders. More than a dozen fire fighters participated in a live fire exercise that lasted all day. Feedback was very positive.

Chairman Allen asked that Staff reach out to the Board members to gauge their comfort level with coming back to the airport for in person meetings. Carl also noted that there will be a public hearing on the budget prior to the July meeting at 4:20 p.m.

VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the June 9, 2020 meeting of the Bloomington-Normal Airport Authority adjourned at 5:30 p.m.


Assistant Secretary


Date